# Course Planner: Annual tasks for Xello Administrators

As your district's course planner Xello Administrator you have the important responsibility of updating the **Courses & Diplomas** section in Xello to ensure the planner is up and running for educators and students. Use this guide for helpful reminders on what to review and update each year.

Note: Depending on the configuration of your Course Planner, it may be possible for **Settings** including **Important dates**, to be updated by school account level Xello Administrators.

To begin, log into your Educator Account, click **Features** and select **Courses & Diplomas**.
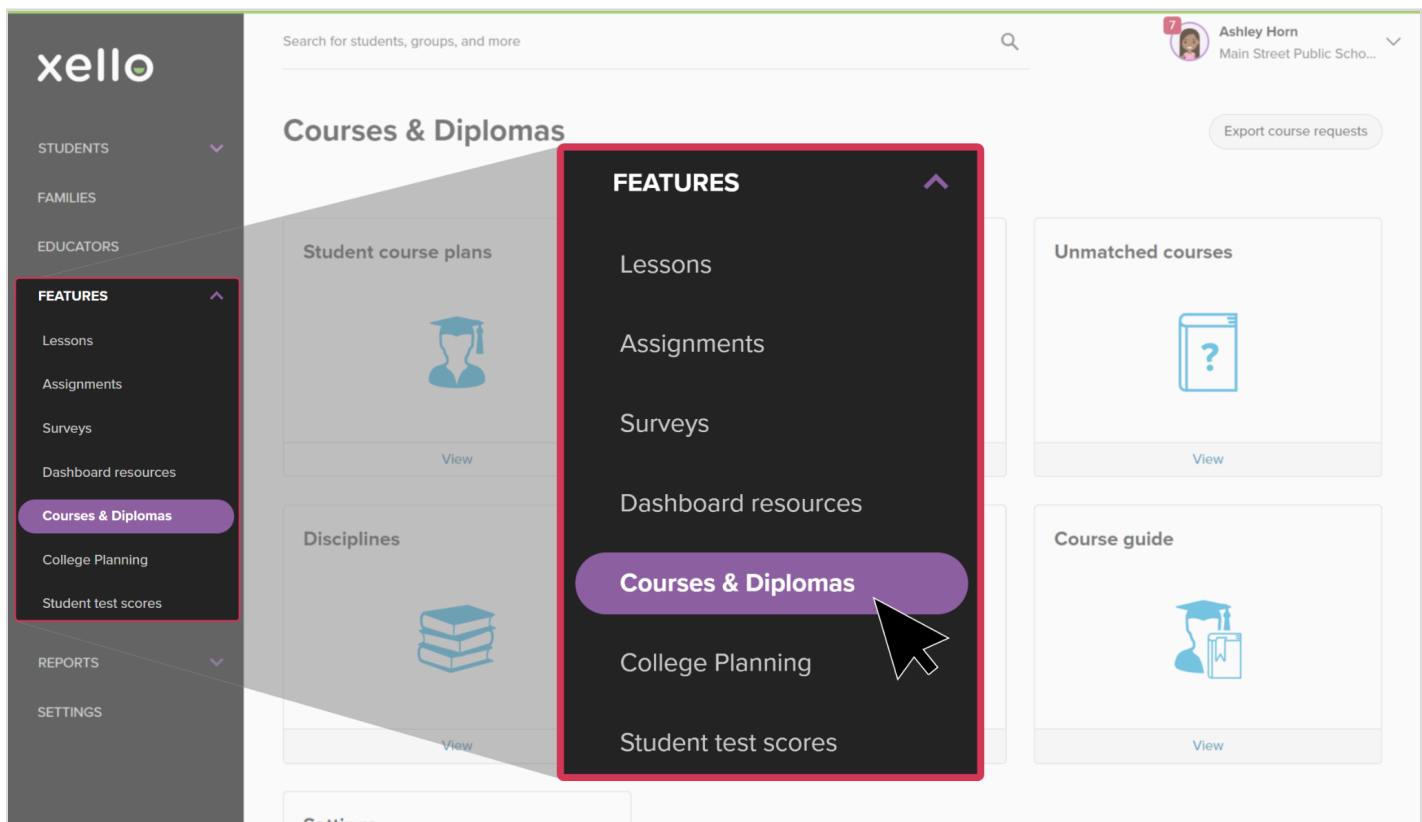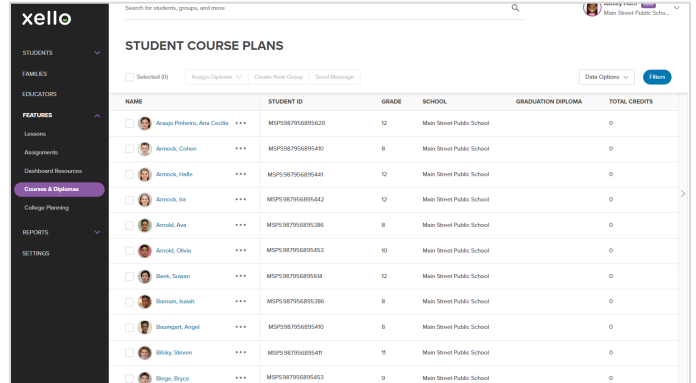

If at any time you need help don't hesitate to email us at **help@xello.world** or visit the **Xello Support Center** to find answers to all your course planner questions.

Review **student course plans**

Spot check a few students in different grades to make sure your SIS course history is up to date in Xello. Make sure the previous courses the students took are visible and that course names are correct. Some things to look out for?

- Course data is appearing in the wrong grade/column
- Course history is missing
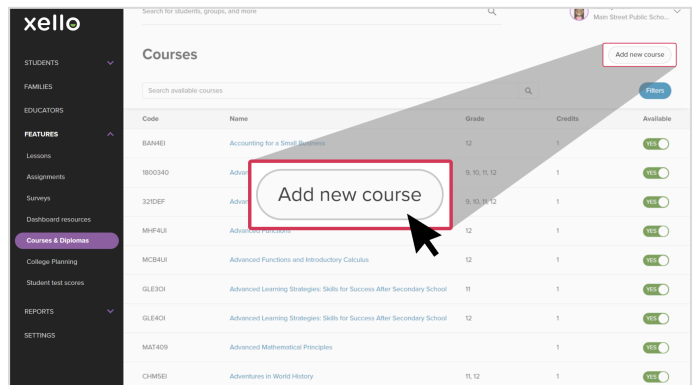- All course data is populated in one grade

Found an error? Email us at help@xello.world and include one example (student ID, name, and course).

Update **Courses** & **Disciplines**

If new courses are being offered at your schools' for the upcoming year you'll need to Add or edit courses. Consider adding courses one discipline at a time. After updating the courses for one discipline, add these courses to the discipline. This will ensure your schools have the most up-to-date course options. When new courses are added in the district account, they will be added to each school's **Courses** section as **Available**. Each school will need to log in to their school level account to change the course availability.


💡 **Good to know:** If the course can fulfill any subject area diploma requirements, click the Diplomas tab and link the course to the related requirements by clicking the Diploma name and then selecting the related requirement.

Check **Diplomas** are accurate

Make sure that all diplomas are listed and do a quick spot check to ensure the information in them is accurate, including the addition of new courses to the appropriate diploma requirements.

Now you can assign graduation diplomas to new students and change students' assigned diplomas if needed.
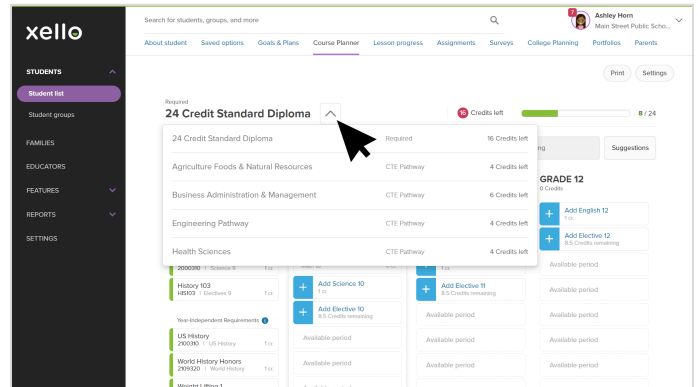
Work with **Unmatched courses**

Now that your courses, disciplines, and diplomas are ready for the new academic year, you can now dive into the Unmatched courses. Two things to remember:
- Only match high school courses - so don't worry about earlier grades that might be there
- Only match courses that fulfill diploma requirements. Elective courses will still count towards graduation even if they haven't been matched
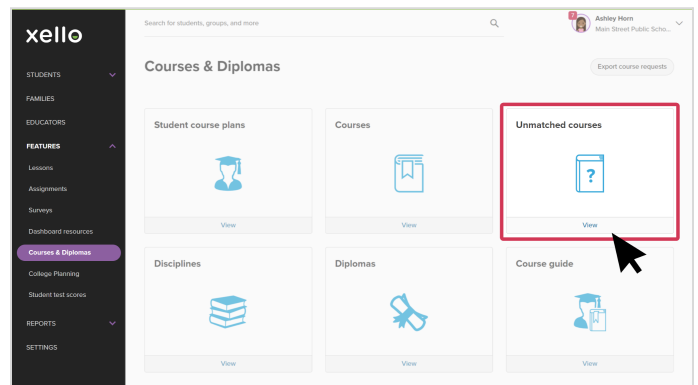
If you spot a course code that should be in your course list, click the three dot icon and select Add as a New Course.

> 💡 **Good to know:** Unmatched courses are courses in a student's history that don't match any course codes in your district's course list - this most commonly happens when a student transfers from another district. This task is usually completed at the beginning of the school year when there's the highest student enrollment.

Set those **Settings**

At this point, the dates in your Course Planner need to be defined. Identify when submissions are accepted, when is the student's deadline to submit, and when is the educator's deadline to work on and edit student course plans. You can also control which grades see Course Planner using the status toggles. Turn them on for the grades that will be using the tool. If you want, start with certain grades and then add it for others later. Finally, make sure the Grade Settings are accurate for your student.
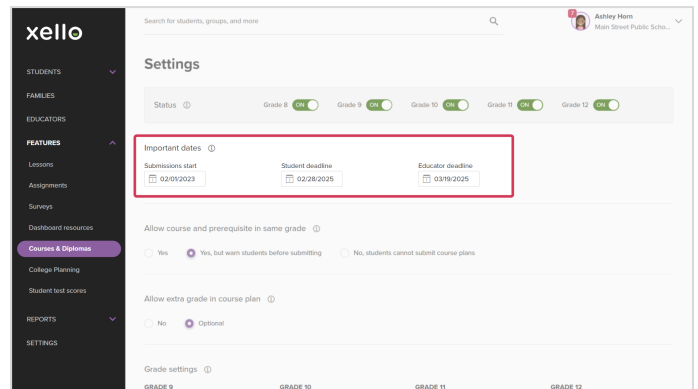
Tip: Tell your school Xello Administrators and Educators that **Course Planner** is ready! Get them to dive in and explore by viewing as a student from their Educator Account dashboard. You can also invite them to share their Xello course guide with students and families. Be sure to share this Course Planner parent approval one-pager with parents and guardians to help them review and approve the course plan.